

MARYANNE H. WRAY
Department Administrator
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Administrative Management professional with over twenty-six years of experience. Have responsibility for the management of a science research department. Have had responsibility for corporate training, management development, and organizational development. Have had responsibility for all corporate real estate and facilities as well as administrative services.

Experience:

Woods Hole Oceanographic Institution, Woods Hole, Massachusetts 2001- Present
Department Administrator, Physical Oceanography

Have direct, comprehensive responsibility for management of a science research department, with major input into the formulation of policies and procedures. Have a wide range of knowledge and skills; and the exercise of independent judgment, initiative and authority, often regarding highly confidential matters. Principal interface between the department and the administrative structure of the Institution. Responsibilities include oversight of the department's research proposal process; pre- and post-award grant and contract management; managing and forecasting salary support for department personnel; oversight of the department's personnel activities, including annual performance evaluations and recommendations, management of administrative support staff, and guidance on scientific and technical staff appointments and promotions; monitoring of funding trends and guidance in developing new funding opportunities for all research staff; preparation and analysis of research and operating budgets, including long-range forecasts; design and implementation of administrative systems and formulation of administrative policy; and oversight of space allocation, maintenance and renovation for all department facilities. Manage a department of approximately 150 employees, students, postdoctoral investigators, and guest or visiting investigators with direct supervision of staff of nine administrative personnel.

Lonza Inc., Fair Lawn, New Jersey

Manager, Corporate Facilities and Employee Development 1996- 2000
Responsible for corporate real estate, facility capital projects and facility planning, employee training and development. Managed training programs for value-added results and cost effectiveness.

- Managed 90,000 sf and all support services.
- Designed and implemented competency-based management development program for US division.
- Designed and implemented a change program for new culture change initiatives and facilitated 11 programs in 1999.
- Member of 3-person team that designed a 360 Feedback program for the US. Responsible for the implementation and all training.
- Outsourced the Administrative area for a yearly savings of \$35,000.
- Member of special Internal ISO Audit Team working on Process Improvement.

Manager, Corporate Facilities and Administrative Services 1983- 1996
Responsible for the operation of the Administrative Services department, corporate real estate, telecommunications, building services, corporate fleet, mailroom, office supplies, receiving, and central file. Managed yearly operating budget in excess of \$4 million and staff of five.

Responsible for all facility design, planning, and project implementation; records management program; telecommunications; and all capital projects relating to equipment and construction for facility.

- Handled arbitration case against landlord of present facility that resulted in the return of \$766,000, new lease terms, and a long-term savings impact of \$3,090,000. Received award for special contribution to the company that year.
- Managed \$5 million project for relocation and consolidation of Corporate Headquarters. Liaison for all aspects of site construction. Organized bidding, made final recommendations to Executive Staff, and implemented the installation of new security and telephone systems and systems furniture. Coordinated relocation of 250 employees and consolidation of 3 sites to one new site.
- Wrote RFP and negotiated new telecommunications contract for combined voice and data services for an annual savings of \$100,000.
- Installed new telephone and voice mail systems at all 8 plant locations and networked to the corporate site within one year. Installed videoconference equipment at five sites.
- Negotiate and monitor outside contracts for building services and equipment. Negotiate and monitor all real estate contracts for the corporation. Safety coordinator for facility.
- Developed and chaired the first Site Quality Council.
- Serve as general contractor for all renovations at site.

Supervisor, Administrative Services

1980 - 1983

- Negotiated and directed cutover of new telephone system; conducted all training. Effected changes to telecommunications systems that realized a net savings of over \$25,000 a year.
- Developed and implemented a formal training program and manual for the department.
- Reorganized the central file; designed and implemented a new Corporate Records Retention program.

Special Training:

NCURA Fundamentals of Sponsored Project Administration

Zenger-Miller (now Achieve Global) Certified Trainer

ISO 9000 Certified Internal Auditor

Siemens Rolm Systems - certified on 9751 and PhoneMail advanced administration

Computer Skills:

Microsoft Word for Windows

Ceridian HR

Microsoft Excel

Microsoft Power Point

Microsoft Outlook

Career Architect Development System

Internet

Plateau Training Admin

Microsoft Project

Microsoft Access

WHOI FSR system

NSF Fastlane

WHOI Proposal Log system and Salary Work-Up system

WHOI Grants Mgt System

Professional Affiliations:

Member, NCURA (National Council of University Research Administrators)

Education:

MBA, Human Resources, Fairleigh Dickinson University, Teaneck, New Jersey

MBA, Management, Fairleigh Dickinson University, Teaneck, New Jersey

BA, cum laude, Immaculata College. Immaculata, Pennsylvania